



Connecting Our Community

Job Posting: Library Assistant (part-time), Circulation Services

Avon Grove Library has an opening for a part-time Library Assistant. The ideal candidate will be responsible for performing circulation procedures to ensure excellent customer service and a smooth, accurate flow of library materials to patrons. The position also includes following library policies and maintaining the public service image of the library.

Position Type: Part-time / Non-exempt

Salary range: Begins at \$10.00 per hour, based on qualifications

Hours: One evening each week plus 2 Saturdays per month; additional hours possible

Responsibilities: Provide front line customer service; create new accounts and update existing ones; process fees and fines; handle general account issues, complaints, and delinquent accounts; process returned and circulating library materials; give occasional assistance with library resources; perform other tasks as assigned.

Requirements: Excellent organizational and verbal communications skills, flexibility, commitment to public service, and the ability to handle stressful situations are needed. A working knowledge of Spanish is a plus. Candidate should exhibit the ability to master basic and specialized online circulation functions, and should demonstrate proficient computer skills, including Microsoft Office. Previous customer service, teaching, and/or retail experience is preferred. Should be able to handle, lift, and move library materials weighing up to 20 lbs.; stand/move at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop, or reach within a confined area.

All library positions require the following clearances:

- Report of criminal history from the Pennsylvania State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint-based federal criminal history submitted through the FBI

Applications will be accepted until the position is filled. To apply, print and fill out the application at <http://www.avongrovelibrary.org/about-us/employment-opportunities/> or pick up at the library. Please include a résumé, if available.

Send to Lisa Sweet, Interim Director (lsweet@ccls.org) at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390. Applications may be submitted by email, mail or in person.

Avon Grove Library is a member of the Chester County Library System
and an Equal Opportunity Employer.